



Health & Safety Management System Form:
JOHSC Meeting Minutes

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Monitor:
Director, Health, Safety & Environment


Form #:
14.04.2

Meeting Details

Group: Hydro	Location: Yellowknife/Fort Smith	
Date: May-20-16	Start time: 9:00 am	End time: 10:00am
Secretary: CSTEED	Chairperson: Colin Steed	

Attendance (call in #:)

Name	#	Worker, Management, Guest	Present	Reason absent
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Colin Steed	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Jay Pickett	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jason Courtemanche	1	Worker	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
John Davenport	1	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Ken Bell	2	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Yves Leguerrier	0	Worker	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duane Rohne	1	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Rick Scott	0	Worker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Jean Guy Poitras	1	HSE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	On duty travel
Denis Bourke	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
Grant Penny	1	Management	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	On duty travel
Robert Burgin	0	Management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Choose one:
Rob Macintosh	2	Worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose one:

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Approval of Previous Meeting Minutes	
Date of last meeting: April-22-16	Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Discussion: Review Investigations Lutsel ke fire, Chain fall failure, Incidents reports Bear Safety Training, Snare camp rules, First Aid Training Schedule	

Outstanding Items at Previous Meeting	
Item # 2015-02	Date initiated: April-10-14
Item details: Work Protection training required for all staff	
Recommendations: JOHS Hydro recommends new training to include practical portion and 1 trainer for region. Request Ed Smith to attend meeting to discuss new processes	
Actions taken: changes being implemented, committee formed, training to be set up- Need update committe	
Initiated by: Norm McBride	Date required: March-28-14
Responsible party: HSE & All Managers	Date complete: September-30-16

Item # 2015-04	Date initiated: April-10-15
Item details: Incident/Accident Investigation training required for new staff employees & Managers	
Recommendations: Provide training to JOHS members & Managers	
Actions taken: To be part of mandatory training- Jean Guy informs us training planned for this summer	
Initiated by: CSTEED	Date required: March-27-15
Responsible party: Neevee	Date complete:

Item # 2016-04	Date initiated: April-22-16
Item details: Drum Identification required for Jackfish & Snare	
Recommendations: Use of stencils for drum identification- Rob Macintosh to acquire stencils for YK,SN,BF	
Actions taken: Contact Josh for stencils used in Smith and supply YK & Snare with them.	
Initiated by: Ken Bell	Date required: June-30-16
Responsible party: Rob Macintosh	Date complete:



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Outstanding Items at Previous Meeting

Item #	Date initiated:
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:


Item #	Date initiated:
Item details :	
Recommendations:	
Actions taken:	
Initiated by:	Date required:
Responsible party:	Date complete:

Item #	Date initiated: November-24-15
Item details:	
Recommendations:	
Actions taken:	
Initiated by:	Date required: April-30-16

New Items

(incident reports, investigations, group H&S meeting referrals, facility safety inspections, interests, concerns)

Item # 2016-05	Date initiated: May-20-16
Item details: Incident Ranking Level 1,2,3- who determines low, medium, high – JOHS involvement?	
Recommendations: Ask Eddie for explanation, employee determines 1 st and then SM?	
Actions taken: Need to review with Director of HSE- Colin Will send email	
Initiated by: Ken Bell	Date required: June-30-2016
Responsible party:	Date complete:

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Item # 2016-06	Date initiated: May-20-16
Item details: Monthly Safety Meetings regularly cancelled	
Recommendations: Hold meeting with the staff available that day, schedule in advance in Outlook calendar	
Actions taken: Colin Will schedule in Outlook, system operator to join via skype	
Initiated by: Dennis Bourke	Date required: June-30-16
Responsible party: Sergio/R.Burign/Sunderland	Date complete: Click here to enter a date.

Item # 2016-07	Date initiated: May-20-16
Item details: First Aid Training	
Recommendations: Some employees training has expired and need to be recertified	
Actions taken: Neevee has sent expiry dates & schedule to all managers- speak to supervisor for schedule	
Initiated by: Dennis Bourke	Date required: Click here to enter a date.
Responsible party: Managers/Employees	Date complete:

* Copy table above and insert as required

Next Meeting Details	
Date: June-28-16	Time: 1:30pm
Chairperson: Colin Steed	Secretary:

Secretary action: 1) Save to iManage 2) Send to all JOHSCs, all sites represented, HSE Director 4) Pos